

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: January 17, 2002

PERSONNEL LETTER # 02-004  
CIVIL SERVICE ONLY

TO: All Agencies in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief  
Personnel/Payroll Services DivisionRE: **EMPLOYEE RETIREMENT CHANGE FOR BARGAINING UNIT 06 PEACE  
OFFICER/FIREFIGHTER (POFF) MEMBERS**

This Personnel Letter provides information concerning employee retirement changes for POFF members in Bargaining Unit 06 as a result of a recent collective bargaining agreement.

The employee retirement contribution for all Bargaining Unit 06 CalPERS members will be reduced by 2.5%. New account codes will only be needed for employees in account codes 30 and 49. The chart below identifies the new account codes for those employees.

Current Account Code	New Account Code
30	68
49	99

#### PROCESSING

The Controller's Office will process an Employment History mass update the night of January 17, 2002 to post 505 transactions effective January 1, 2002. Turnaround PARS will be produced late next week.

Employees with appointment or separation expiration dates prior to January 1, 2002 will not be included in the mass update. Therefore, agencies must determine if the employees are to be re-appointed or separated and key enter the appropriate transaction. If re-appointed, key a 505 transaction effective January 1, 2002 that reflects the correct account code.

The Controller's Office will post 505 transactions to the Employment History Data Base based on transactions processed prior to the January 17 mass update. If an employee's most current transaction reflects an effective date equal to or less than January 1, 2002, the 505 transaction will be posted by the mass update process. If an employee's most current transaction is effective after January 1, 2002, the 505 transaction will be manually posted by the Controller's Office beginning January 18, 2002. Also, subsequent transactions will be corrected as needed.

Agencies are responsible for updating the Employment History Data Base with the correct retirement account code information for transactions keyed after the January 17 mass update. Failure to do so could result in erroneous withholding of employee retirement contributions.

#### CONTACTS

If you have any questions concerning this letter, please contact Lynn Black at (916) 327-3926. For PAR documentation, contact the Personnel Liaison Unit at (916) 322-6500. Revisions to the Payroll Procedures Manual and the Personnel Action Manual are forthcoming.

RZ:LB/PMAB